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ANNEX C

PERSONNEL ANNEX

I. OBJECTIVE:

To provide a program for the procurement, employment, processing, entrance on duty, and separation of qualified specialized civilian reservists.

II. PERSONNEL SUPPORT:

The Office of Personnel will coordinate and support this project in the following manner:

1. Acting upon requests for reserve units presented by operating components and allocating the number of positions authorized for each reserve unit.
2. Coordinating the administrative effort of the various support offices involved in the program.
3. Establishing tables of organization for reserve units.
4. Evaluating positions and assigning position numbers, grade level, and official title for the position.
5. Locating and interviewing prospective civilian reservists and making a recommendation for their employment.
6. Handling necessary correspondence with the reservist.
7. Processing reservist for employment and separation.

III. LOGISTIC SUPPORT:

No logistic support will be required by the Office of Personnel.

IV. SPECIAL CONSIDERATIONS:

1. Medical examinations must have priority to meet scheduled processing and training.
2. Security processing must have priority to meet scheduled training.

V. IMPLEMENTATION AND ADMINISTRATION:

The Civilian Specialist Reserve will be implemented when approved by competent authority.

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1. The administration of the program internally by the Office of Personnel will follow the responsibilities outlined in an appropriate Office of Personnel Memorandum (OPM).

2. Operating components in requesting establishment of a Specialist Reserve Unit will indicate to the Director of Personnel a need for such personnel based on factors such as, replacement of military reservists, increased workload resulting from intensified operations, and need for specialized critical skills requiring long leadtime for proficiency. The training program planned for the specialized reserve must also be described.